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25X1A9a

23 November 1956

Chief, Management Staff

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 21 November 1956

I. WORK ACCOMPLISHED

- a. Comparison of Processing Time Required in 1955 and 1956
Time required for processing employee suggestions has been reduced substantially during the past year, as shown below.

<u>Sample Studied</u>	<u>Date</u>	<u>No. of Suggestions</u>	<u>Average No. of Weeks from Receipt to Committee Action</u>
Round Robin 1	Sept. 1955	25	41 weeks
Round Robins 47, 48, 50	Oct. 1956	25	16 weeks
Reduction in Average Weeks Required			25 weeks
Committee Agenda	Oct. 1955	25	47 weeks
Committee Agenda	November 1956	16	32 weeks
Reduction in Average Weeks Required			15 weeks

b. Promotion and Publicity

- (1) Artwork and construction have been started by OL/ Graphics Section on a permanent 3A exhibit for use in Intelligence Products Exhibits and other briefings.
- (2) HDP/Visual Aids Unit has started work on duplicating and modifying fifteen CSC charts on 3A Program results for fiscal year 1956.

c. Processing

Round Robin Packets 53 and 54 including 12 suggestions recommended for disapproval were sent out this week. Packets 51 and 52 including 21 such suggestions were returned from Committee review.

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- d. Training
Mr. [REDACTED] is scheduled to take the first two weeks of the Basic Intelligence Course 25 November through 7 December 1956.

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Attachment

MgtS/SAS:PGH:eh

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT